

FLORIDA HIGHWAY PATROL

POLICY MANUAL



SUBJECT PROMOTION	POLICY NUMBER 5.02
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5.02.01 PURPOSE

To document the qualifications and procedures for promotion of sworn members of the Florida Highway Patrol.

5.02.02 POLICY

It is the policy of the Florida Highway Patrol to certify for promotion only those candidates meeting the qualifications prescribed in this policy and to use uniform procedures to ensure equal opportunity for promotion to all eligible candidates. All vacant positions shall be filled on a merit basis from among the most qualified available members. Promotional selection procedures, including advertisement, selection and documentation will comply with personnel rules of the Career Service System, Division policy and requirements of the collective bargaining agreement.

5.02.03 OBJECTIVES

- A. To formulate and disseminate written policy on promotional activities and selection
- B. To establish candidate eligibility and testing criteria for examinations / assessment methods.

5.02.04 RESPONSIBILITIES

- A. The Director is responsible for promotion selections to the Law Enforcement classes of Investigator I, Sergeant, Lieutenant, Captain and all other appointed positions. The Director recommends members to fill Sworn Selected Exempt Service positions, with final approval from the Executive Director.
- B. The Director designates the Promotional Examination Administrator to exercise responsibility for the administration of the promotion system.
- C. The Administrator is responsible for:
 - 1. Administration of all components of the promotional process.
 - 2. Certifications for promotion of qualifying candidates.
 - 3. Maintenance of all records required to validate promotional certifications.
 - 4. Security of all promotion-related materials.

5.02.05 PROCEDURES

A. EXAMINATION STRUCTURE

The Florida Highway Patrol Promotional process consists of two levels of examination based on the job tasks and knowledge, skills and abilities required for success in each law enforcement class. The examination structure is:

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| 1. Investigator I | Written Exam Only |
| 2. Sergeant, Lieutenant and Captain | Written Exam and Assessment Process |

B. ELIGIBILITY

The Administrator determines the eligibility of candidates to participate in any promotional examination process. The date of employment as a FHP Law Enforcement Officer determines promotional testing eligibility for the ranks of Investigator I and Sergeant.

1. Investigator I - To be eligible to compete in the promotional process the member must hold the FHP rank of Law Enforcement Officer, attain two years of service as a sworn member during the promotional year for which the examination is given and successfully complete two years of service prior to actual promotion.
2. Sergeant (includes Law Enforcement Investigator II) - To be eligible to compete in the promotional process the member must hold the FHP rank of Law Enforcement Officer or Investigator I, attain five years of service as a sworn member during the promotional year for which the examination is given, successfully complete five years of service prior to actual promotion, and, if applicable, successfully complete the Investigator I probationary period prior to actual promotion.
3. Lieutenant - To be eligible to compete in the promotional process the member must hold the FHP rank of Sergeant, attain two years in rank during the promotional year for which the examination is given and successfully complete two years in rank prior to actual promotion.
4. Captain - To be eligible to compete in the promotional process the member must hold the FHP rank of Lieutenant, attain two years in rank during the promotional year for which the examination is given and successfully complete two years in rank prior to actual promotion.
5. Only those eligible candidates having submitted a Request for Promotional Examination Form will be entitled to compete in the written examination. All such requests must be received no later than the first business day after January 15 of the calendar year.
6. The Administrator will provide each eligible candidate whose test request is on file with the Division, a notification of the promotional examination. The bibliography for the tests will be addressed in the notice provided to eligible candidates. Notification will be announced at least 60 days prior to the written examination date.

C. WRITTEN EXAMINATIONS

Annual written examinations for Investigator I, Sergeant, Lieutenant and Captain shall be prepared by the Division and administered at statewide locations under the direction of the Administrator.

1. Candidates for promotion to Investigator I must pass the written examination with a minimum score of 75 for placement on the promotional list.
2. Candidates for promotion to Sergeant, Lieutenant and Captain must pass the written examination with a minimum score of 75. Of those candidates scoring a minimum of 75 on their respective written examinations, the top fifty candidates competing for Sergeant, the top thirty candidates competing for Lieutenant and the top twenty candidates competing for Captain will progress to the assessment process.
3. A written examination review will be held at the conclusion of each written exam session. Any challenges to exam items must be submitted in writing on the Request for Review of Written Examination Item form and received by the Administrator within five (5) working days after the date of the exam.
4. Candidates shall receive individual notices of written examination scores.

D. REQUESTS FOR SEPARATE EXAMINATION

In the event an eligible candidate is absent from the written examination because of serious illness, hospitalization, death in the candidate's immediate family, or other unusual circumstance the candidate may, upon formal request through the chain of command to the Director, request to take a separate and different examination. The formal request must be made within 72 hours of the date of the regular examination or the candidate will forfeit all rights until the next regular examinations are given. The Director will make the final decision on the separate examination.

E. ASSESSMENT PROCESS

1. The assessment program is a process of standardized evaluation of candidate abilities utilizing job-related dimensions. Candidates will be observed, recorded and evaluated on realistic job related management simulations.
2. Selection modules used in the assessment process may include, but not be limited to, exercises such as in-basket, video, oral interview, oral presentations, role play, or day in the life scenarios. Exercises and percentage weights applicable to the exercises for each rank will be provided to candidates in the official notification announcing the process.
3. Candidates shall have an opportunity to review their own completed assessment exercise(s) in the presence of the Administrator or a designated representative. Requests must be submitted in writing and received by the Administrator within ten (10) days of the official posting of the final promotional lists.

F. PROMOTIONAL LISTS

Upon the establishment of promotional lists for the ranks of Investigator I, Sergeant, Lieutenant, and Captain, the Administrator shall notify each candidate of the candidate's ranking.

1. Candidates tied for a position on the promotional list will be ranked sequentially by seniority. When two or more candidates are tied for a position on the promotional list and their seniority rankings are identical, the candidates will be listed alphabetically.
2. All promotional lists shall be valid from July 1 until June 30 of the following year. Time extensions of said lists may be made only in accordance with Division policy and the collective bargaining agreement, but not in excess of one additional year from the date the promotional lists are extended, if so determined by the Director.
3. Any candidate questioning or appealing any decision of eligibility requirement, written examination review, final rating or any other questions concerning elements of the promotional process not covered in this section is assured a full explanation provided a request is made, in writing, to the Director within ten days of the Administrator's decision.

G. SELECTION

Selections for promotion to Investigator I, Sergeant, Lieutenant and Captain will be made by the Director from the promotional lists established by the competitive process.

1. All position vacancies for these classes will be announced and interested candidates must apply during the announcement period.
2. After the closing date of vacancy announcements, the Director will make appointments from the pool of candidates who are eligible for lateral placement and the top five eligible promotional candidates from the promotional list with the highest numerical scores that have applied for the position.
3. As promotions are accepted or declined the candidate with the next highest total promotional score on the list becomes equally eligible for promotion. In the event of a tied score, all candidates obtaining such score are eligible for promotional consideration.
4. All promoted candidates serve in a probationary status for 12 months. This shall be true for all ranks and classifications both sworn and non-sworn.

H. PROMOTIONS WITH TRANSFERS

A candidate who accepts a promotion requiring a transfer does so with the understanding that the assignment is permanent and there are no advance guarantees of a subsequent move to another area. The Division Director may authorize early reassignment based on the needs of the agency.

1. Upon promotion to Law Enforcement Sergeant or Lieutenant, the minimum length of assignment is one year.

2. Upon promotion to Law Enforcement Captain or Major, the minimum length of assignment is two years.
3. The candidate shall assume a permanent residence, as defined in Chapter 5.03, in the new assignment area upon the effective date of the promotion.
4. The candidate accepting the promotion and transfer may be permitted to reside in a temporary dwelling place for a period not to exceed 90 days. The temporary dwelling place shall be within the area of assignment and in accordance with Chapter 5.03. Approval for such a temporary dwelling location may be granted by the appropriate Deputy Director of Field Operations.

I. APPOINTED POSITIONS

Appointments to the classes of Law Enforcement Airplane Pilot I or II, and aide-de-camp to the Executive Office of the Governor are appointed assignments and shall not be subject to the competitive examination process. These appointments will be made by the Director having regard for the candidates' qualifications to perform in these positions.

1. Candidates seeking appointment to Airplane Pilot I or II must submit a Request for Promotion Form along with necessary documents certifying flight qualifications.
2. Members serving in the classes of Airplane Pilot I or II, and aide-de-camp to the Executive Office of the Governor, will, upon completion of assignment, revert to the rank or class held prior to the temporary assignment.
3. While serving in Airplane Pilot I, II, or aide-de-camp temporary assignments, members are eligible to compete in the promotional examination process for the rank for which the member was eligible prior to appointment.

J. SWORN SELECTED EXEMPT SERVICE POSITIONS

1. To be eligible for appointment to the rank of Law Enforcement Major or Law Enforcement Troop Commander, the member must hold the rank of FHP Captain and attain two years in that rank prior to the actual promotion.
2. Only FHP members in Sworn Selected Exempt Service positions shall be eligible for promotion to positions above the rank of FHP Major.
3. Appointment to Sworn Selected Exempt Service positions may be made without competitive examination. The Division Director shall make a recommendation to the Executive Director from those eligible members that have applied during the announcement period. Final appointment authority rests with the Executive Director.

K. SPECIALTY POSITIONS

Candidates interested in Specialty positions such as Felony Officer Supervisor, Public Information Officer, Academy Training Staff or unique Management positions may be required to participate in a selection module specific to the position.

L. DISQUALIFICATION

Any member who in any manner gives, receives, obtains, or uses any information in a fraudulent manner prior to or during competitive examinations, or who cheats in any manner before or during the competitive examinations, shall be immediately disqualified by the Administrator or a designated representative. Said member may appeal the disqualification to the Director in writing within 72 hours. The decision of the Director shall be final. The member may also be subject to disciplinary action pursuant to Policy #3.06, DHSMV Management Manual.